



Saint Francis of Assisi School

Seek the Truth, Do the Good, Love the Beautiful

ENROLLMENT CONTRACT

I/We intend to enroll a child at St. Francis of Assisi School ("School") for the **2026-27** Academic Year. I/We understand the following:

- Tuition and fees may be paid in one of three ways: (1) in full no later than July 1, (2) semiannual plan via FACTS, or (3) on a monthly basis via the FACTS monthly payment plan over eleven months. Please refer to the attached Tuition & Fees.
- I/we must maintain a current FACTS agreement
- My/our obligation to pay the fees and tuition for the full academic year is unconditional. If I withdraw a child from School, I/we am/are responsible for remaining tuition costs according to the following schedule:

Withdrawal Date	*Obligation
July 1 - August 31	20%
September 1 - October 31	50%
November 1 – December 31	80%
After January 1	100%

The obligation to the school is calculated on the subtotaled family tuition found on the Tuition & Fees schedule. All prepaid tuition discounts, financial aid, scholarship awards, and registration fee prepayment are nullified when calculating the amount owed to the school.

- Tuition and fees paid in advance cannot be refunded
- Fees and tuition outstanding from the prior academic year must be resolved before reenrollment. No student will be permitted to take final examinations and grades will be marked as "Incomplete" until the account has been paid in full.
- Unpaid Accounts will result in a non-registration for the following school year. Students will not be permitted to begin classes until all tuition payments due to date for the current and previous years have been made.
- Past Due Accounts will be handled in the following manner:
 - Any parent/guardian whose account is 30 days past due will be asked to meet with the Business Manager to discuss a payment schedule agreeable to the school.
 - Any account which is 60 days past due may result in the student not being allowed back to class until repayment plans have been made. I/we agree to fulfill all financial obligations by the required due dates.

- I/we will pay any bank fee incurred by St. Francis School for any check I/we write to School. Late fees for tuition payments will be assessed through FACTS.
- School believes that a positive and constructive working partnership between School and student's parents (or guardian) is essential to the fulfillment of School's mission. Therefore, School reserves the right to discontinue enrollment, withdraw an offer of enrollment or re-enrollment, and place restrictions on my or other family members' involvement or activity at School, on School property, or at School-related events, if School concludes that the actions do not allow for a positive and constructive relationship with School. The decision of School in these matters shall be final.
- If an outstanding balance is unpaid, School may terminate enrollment of the student and/or initiate collection proceedings. If collection proceedings are initiated, I/we understand and agree and I/we will reimburse School for all costs, expenses, interest, and fees incurred by School in connection with any proceeding to collect an unpaid balance, including but not limited to attorneys' fees, collection agency fees, and court costs.
- I/we agree to allow my child's photograph, image, and voice to be used by St. Francis of Assisi School in publications, promotional materials, and via the website without compensation and without prior notice.
- In signing the Family Tuition Agreement for the coming academic year, I/we agree to accept the rules, policies, and regulations of School including, but not limited to, the rules concerning payment of tuition and fees. My signing of the Tuition Agreement is an understanding that I have read and agree to this Enrollment Contract and Tuition & Fees schedule.
- I/we understand that a \$250 deposit will be due by May 1st or at a different date determined by the school. This will hold my child's spot in his/her class for the academic term and be applied to next year's tuition. If this deposit is not paid, then I am forfeiting my child's spot in his/her class.